

Message Text

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TO USMISSION USUN NEW YORK IMMEDIATE

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E.O. 11652:

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISITS TO LOS CONFERENCE 8/13 AND

8/24-26: SECRETARIAT STAFF REQUIREMENTS

1. THE SECRETARIAT STAFF (S/S) ASSISTS IN THE PREPARATION OF THE SECRETARY'S SCHEDULE, IS RESPONSIBLE FOR ALL MATTERS CONCERNING THE PREPARATION OF BRIEFING MATERIAL FOR HIS USE, AND COORDINATES THE ACTIVITIES OF THE OFFICIAL PARTY. IT ALSO MANAGES ALL TELEGRAMS AND OTHER INFORMATION FLOWING TO AND FROM THE PARTY (SEE SEPTTEL ON CABLE TRAFFIC) AND LIAISON BETWEEN THE PARTY AND THE MISSION.

2. PERSONNEL: EXECUTIVE SECRETARIAT ADVANCE TEAMS WILL PRECEDE THE SECRETARY TO CONSULT WITH THE MISSION IN ENSURING THAT ALL REQUIREMENTS ARE UNDERSTOOD AND MET. NAMES AND TRAVEL INFORMATION FOR TEAM MEMBERS WILL BE PROVIDED SEPARATELY.

3. S/S LIAISON OFFICER: THE MISSION SHOULD DESIGNATE AN S/S LIAISON OFFICER TO PROVIDE FULL TIME ASSISTANCE TO S/S
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FROM THE ADVANCE TEAM'S ARRIVAL UNTIL THE SECRETARY'S

DEPARTURE. THIS IS TYPICALLY A MIDDLE-GRADE SUBSTANTIVE OFFICER WITH ENOUGH TENURE AT POST TO HAVE A GOOD GRASP OF HOW THE MISSION FUNCTIONS. HE SHOULD ENSURE THAT A

COMPLETE FILE OF ALL MESSAGES THE POST HAS RECEIVED RELATED TO THE VISIT, INCLUDING NODIS, ARE AVAILABLE TO S/S IN THE MISSION. TYPICALLY, THIS IS DONE BY ASKING THE EMBASSY C&R TO SLOT ONE COPY OF EACH VISIT CABLE FOR S/S. LIAISON OFFICER SHOULD CONTACT INTS SILINS, SECRETARIAT STAFF, PHONE NO. 202-632-1522 AS SOON AS POSSIBLE TO DISCUSS ARRANGEMENTS.

4. SECRETARIAL/COURIER ASSISTANCE:

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED STATE DEPARTMENT SECRETARIES WILL BE REQUIRED ON A CONTINUOUS, 24-HOUR BASIS TO WORK WITH S/S. ADDITIONALLY, A THIRD SECRETARY SHOULD BE AVAILABLE AT ALL TIMES ON CALL. EXCELLENT SHORTHAND AND TYPING SKILLS ARE ESSENTIAL. A SCHEDULE OF SHIFTS FOR DUTY SECRETARIES SHOULD BE PREPARED AND MADE AVAILABLE TO THE S/S ADVANCE TEAM.

B. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK S/S, C&R AND THE OFFICE OF THE SECRETARY'S SPECIAL ASSISTANTS. SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE GIVEN TO S/S ADVANCE TEAM UPON ARRIVAL.

5. MISCELLANEOUS ARRANGEMENTS:

A. DRAFT THANK-YOU NOTES FROM THE SECRETARY IF APPROPRIATE, SHOULD BE DELIVERED TO THE S/S ADVANCE TEAM ON ARRIVAL. DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

B. MEDIA REPORTS. TICKER SERVICE SUCH AS UPI, AP OR REUTERS NEEDED ON 24-HOUR BASIS. TEN PACKAGES OF CAREFULLY SELECTED SUBSTANTIVE ITEMS SHOULD BE DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO-HOUR INTERVALS THEREAFTER UNTIL 2400. IF MACHINES AVAILABLE IN MISSION, POST SHOULD ARRANGE TO HAVE THEM RUN UNATTENDED BETWEEN 2300 LIMITED OFFICIAL USE

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AND 0500. KEEP IN MIND THE FOLLOWING SPECIAL REQUIREMENTS:

-- SELECT THE BEST OF THE AVAILABLE ARTICLES ON A GIVEN SUBJECT.

-- DURING REPRODUCTION, MAKE SURE THAT EACH STORY BEGINS ON A NEW PAGE. DO NOT RUN TWO OR MORE STORIES TOGETHER ON THE SAME PAGE.

-- ON SECRETARY'S COPY, ATTACH A ONE OR TWO-SENTENCE SUMMARY OF EACH STORY, STRESSING NEW DEVELOPMENTS AND

HIGHLIGHTING COMMENT OR OPINION. SUMMARIES SHOULD BE TYPED ON THREE-BY-FIVE INCH NOTEPAPER AND STAPLED TO THE UPPER RIGHT-HAND CORNER OF THE FIRST PAGE OF EACH STORY. THEY ARE ATTACHED ONLY TO THE SECRETARY'S PACKAGE.

INDIVIDUAL ASSIGNED TO SUPERVISE CULLING OF TICKER ITEMS SHOULD CONFER WITH S/S ADVANCE TEAM IN ORDER TO ASSURE COMPLETE AGREEMENT ON PROCEDURES.

FIVE COPIES EACH OF NEW YORK TIMES AND WASHINGTON POST SHOULD BE MADE AVAILABLE TO S/S DAILY. IN ADDITION, TEN COPIES EACH OF NEWSWEEK AND TIME SHOULD BE AVAILABLE UPON PUBLICATION.

ROBINSON

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